

The Mad Hatter

A Douglas College Newsletter

December 9, 1986

SCHOLARSHIP AWARDS

The highest academic achievers at Douglas College were awarded scholarships at a November 27th meeting of the Douglas College Foundation, chairman Bill Emerton says.

The students, representing a cross-section of the Douglas College population, received a total of \$1750 to be divided between eight beneficiaries.

The Foundation also awarded \$3400 in bursaries to eleven Douglas College students deemed to be in financial need. Bursaries range from \$100 to \$500.

"It's a real pleasure to be involved in the Foundation when we're doing such important and rewarding work," Emerton said. "Everyone receiving our scholarships is a very high academic achiever."

Two students, Brigita-Ann Kaps and Jo-Anne Terrio, received the largest scholarships of the semester equalling \$350 each.

Kaps, a Surrey resident is enrolled in the two-year University Transfer program, and Terrio, a Langley resident, is in the second year of the Registered Psychiatric Nursing program.

"Students who achieve good marks deserve the recognition of the Douglas College Foundation," Emerton said. "Anything we can do to encourage good academic careers is a worthwhile endeavour."

continued. . .

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Other scholarships worth \$175 were awarded to Surrey students Kathleen Alary, Bryan Ardiel, Linda Peristy and Colleen Smith.

Burnaby resident Colin McEwen from the Criminology program also received \$175, as did Krista Muri, a Registered Nursing student from Coquitlam.

The Douglas College Foundation was formed this past February and has raised over \$310,000 for the student financial aid endowment fund to date, Emerton said.

Donations have been matched by grants from the Vancouver Foundation. Scholarships, endowments, bursaries and gifts in kind are always accepted, Emerton said.

Persons wishing to assist the Douglas College Foundation continue its work can contact Douglas College.

FACULTY ON BOARD

Chris Johnson is helping to improve the quality of education and services Douglas College brings to its communities.

As a member of the Douglas College Foundation, Johnson, a faculty member in the physical education department, is actively involved in developing programs and projects which assist coaches, parents, administrators and teachers both off and on campus.

With a strong background in physical education and sports, Johnson, a White Rock resident, has some much needed expertise for the Foundation especially in the areas of the arts, sports and leisure, and student financial aid.

The Foundation was formed in February 1986 to expand upon the work of the Student Trust, a fundraising organization for student scholar-

ships and bursaries.

Through the Foundation, money raised will now be channelled into the many worthwhile projects and programs that Douglas College can undertake both within the college and in its region.

Already a total endowment of \$310,000 has been collected specifically for student financial aid, and there is even more funding available for different types of projects.

The endowment was begun with an original \$10,000 grant two years ago, and has been able to grow with continued donations and matching grants from the Vancouver Foundation.

"It's great to see so much money going into worthwhile projects," Johnson said. "It's an honour and a pleasure to be involved."

Like other board members, Johnson has many credentials for being involved in the Foundation. He has helped in the development and delivery of the B.C. Sports-Aid program, and has personally trained over 2,000 coaches in the province.

His colleagues on the Foundation Board include representatives from local business, community organizations, Douglas College and its students.

The other members are Bill Day, Patricia Disher, Peter Webster, Bill Emerton, Muni Evers, Ray Godin, Peter Legge, George Mussallem, D.J. Hopkins, Bill Morfey and Chris Lirette.

Donations of money, gifts in kind, endowments or scholarships are always gladly accepted at the Douglas College Foundation by calling 520-5400, or by writing the Foundation office at Box 2503, New Westminster, B.C., V3L 5B2.

JOY TO THE WORLD

The voice of Christmas is alive and well in New Westminster.

If previous attendance is any indication, the Douglas College Community Choir and the Douglas College Youth Choir will pack the house again for their annual Christmas Concert. Last year the two choirs, under the direction of Diane Loomer, sang to a standing-room-only audience in the Douglas College Performance Theatre.

This year's concert includes works by Vivaldi and J.S. Bach as well as familiar Christmas carols for audience participation.

"This is definitely a family event," says Loomer, who has seen membership in her choirs grow from seven to over 80 in just a few years.

The concert, whose proceeds are going to the Rick Hansen Man In Motion Fund, will take place Wednesday, December 17th at 7 p.m. in the Douglas College Performance Theatre. Admission is by donation.

CHILDREN'S CHRISTMAS

It's a children's Christmas at Douglas College when young musicians take the stage at the Christmas Open House at the New Westminster campus on Sunday, December 14.

Featuring students of all ages from the Douglas College Conservatory of Music, the show will present choirs, instrumentalists and vocalists performing some of the best known Christmas music.

The Christmas Open House is divided into five shows, beginning with the acclaimed Douglas College Community Choirs at 1:00 p.m. The youngest participants will join in at 1:30 hours

with violin and cello demonstrations, followed by more young instrumentalists.

The show closes at 1500 hours with intermediate and advanced Conservatory students giving instrumental and vocal recitals. Each event will be broken up by an opportunity to meet with faculty in the theatre foyer.

The Douglas College Conservatory of Music presents its special Christmas show each year, and parents are welcome to introduce their children to the many different instruments. Classes begin for young people at the age of three years.

Young children are welcome to enroll in Suzuki violin and cello classes, a youth choir, music appreciation courses and Kodaly classes. Courses usually begin in January and September of each year.

Teens and adults are encouraged to join the Douglas College Conservatory of Music choir and band. Special courses are also available in music theory and history, songwriting, Kodaly and keyboard harmony.

Private courses are also available for students unable to meet regular class schedules.

The Douglas College Conservatory Christmas Open House takes place in the Performing Arts Theatre of the New Westminster campus at 1300 hours, Sunday, December 14. The show is presented free of charge, but confirmation of attendance by phoning the Conservatory Office at 520-5469 is appreciated.

LIBRARY WEEK

"Keeping up with information is a major challenge facing today's libraries, which is why new technology is becoming such an important component of the library system," says Jean Cockburn, a Douglas College Librarian and one of the organizers of B.C. Library week at Douglas College.

B.C. Library Week, held November 1 - 7, was organized to let the public and key community and government leaders know the needs, concerns and changes facing libraries.

Using Library Week's theme "Valuable Source, Invaluable Resource", the Douglas College Library held a reception and library tour on November 7, attended by local MLA'S, College Board members, administration, faculty and student representatives, and other local library board chairmen and personnel.

"Everyone was impressed by our demonstrations of new library technology," says Cockburn. "We feel we did a good job of showing that the modern library contains a lot more than books."

A particularly big hit was the demonstration of the Academic American Encyclopedia on compact disc, produced by Grolier. The disc version and equipment was loaned to Douglas College for the occasion by Stepping Stones Learning Systems in order to demonstrate the potential of this new storage medium.

Other demonstrations included the visualtek reader which magnifies print for the visually-impaired, the computer link-up with other libraries and databases, and computer software packages for student use.

The Douglas College Library also teamed up with the new Westminster Public Library for a display at the New Westminster Quay Public Market on November 2.

NEW MEDIA AT DOUGLAS COLLEGE LIBRARY

The Douglas College Library offers learning opportunities beyond books and periodicals, and library users are responding positively to these changes. New technologies, such as video equipment, compact discs and micro-computers, open up new sources of information to students, faculty and the general public, while quicker access to these sources provides more efficient and exciting learning experiences.

The Douglas College Library's primary role as an educational resource centre has meant that it must keep up with the changing demands of curriculum. Audio-visual resources and computers are now familiar components of the instructional process in areas such as Business, Music, and the Arts and Sciences, therefore demand for their availability is increasing.

Douglas has always held extensive collections of films and video tapes as these media are so important to instruction. One-half inch VHS has been chosen as the video standard, allowing students with home machines to borrow video tapes just as they have borrowed records and cassettes in the past.

There has been some resistance to the emphasis on video from faculty, since the quality of presentation cannot meet film standards; however, the practical considerations of maintenance and accessibility to the user have made videos the obvious choice.

In the area of sound recordings, Douglas' past emphasis has been on 33 1/3 rpm discs, but compact discs are now the preferred format. The change-over will be slow because new equipment is required and the produc-

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tion and distribution of compact discs cannot yet meet the college's needs.

The library has four micro-computers available for student use: two Apples and two Megacoms (IBM compatible). Up to 100 software programs are in use in the library, including word processing, spreadsheets and database management programs. Student use of the computers is continually on the rise, and in particular, the word processing programs are very popular with students for term paper production.

These changes in learning resources have also required library personnel to develop new skills and knowledge. The challenge is being met with eagerness, as staff are excited to have the opportunity to learn to use these new technologies.

SECURITY - RECENT LOSSES

A rash of recent losses brings into focus one's individual responsibility for both institutional and personal property.

Unfortunately the confines of Douglas College cannot be regarded as a "safe house". The campus is essentially a public thoroughfare from 0630 to 2330 hours and it is difficult to guarantee that the building is totally clear of casual street traffic even during quiet hours.

Everyone can help.

- Please be aware that you have a responsibility for your own property and institutional items in your care.
- Don't leave attractive items in sight within locked offices.
- Don't leave items you value in unoccupied classrooms.
- Don't assume locked cabinets and

doors are full protection against the "criminal element". There are few barriers a "professional" can't penetrate given the opportunity and a little time.

While all risk to property cannot be eliminated, a little thought, a little care can reduce the great majority of the regularly reported loss.

Thanks for your co-operation.

Ken McCoy

UNITED WAY CAMPAIGN

The United Way campaign for 1986 is now over and I want to thank all of you who participated. The response from Douglas College was stronger this year and I am really pleased to report that our collective donation will be 50% higher than last year's gift. Thank you all for making that possible.

For those of you who have not yet heard, the reserved parking spot was won by Diana Pratt-Johnson. Diana is an auxiliary in the Library and has a varied work schedule, so knowing she always has her own spot in the same place is wonderful for her; (and yes, I did sell her the ticket; but no, the draw was made by Gena Ballantyne). Peter Henderson won the draw for the book *This is My Home: A Celebration of Canada*, and Ray Fournier won a gift certificate to the Keg.

Thank you again for your participation.

Virginia Chisholm

NAME CHANGE

Please note that Kathy Gill from the Registrar's Office has changed her name to Kathy Rai.

Thanks!

Julle Beaucaire

CAFETERIA HOURS

The following are the hours of operation for the Upper Cafeteria during the Christmas period:

December 15 to 18:
Serving: 0900 - 1500 hours
Fast Food: 0730 - 1800 hours

December 19:
Serving: 0900 - 1500 hours
Fast Food: 0730 - 1500 hours

December 22 & 23:
Fast Food: 0730 - 1500 hours

December 28 & 30:
Fast Food 0900 - 1500 hours

January 2:
Fast Food: 0900 - 1500 hours

January 5 onward:
Return to regular hours of operation

Paul Hodson
Acting Manager of Logistical Services

AN INVITATION

Faculty, staff and students are invited to view the creations resulting from the most unique program offered by Douglas College.

....continued

The Musical Instrument Construction class of 1986 will hold a two-day exhibition of hand made instruments by the students in the foyer of the library on January 12 & 13 between 1000 and 1600 hours. The exhibition will feature many types of acoustic guitars, renaissance lutes as well as some very unusual instruments. The students will be on hand to answer questions and demonstrate their instruments.

Michael Dunn

NOTICE TO ALL MAD HATTER READERS

The last issue of the Mad Hatter for 1986 will come out on December 17th. Insertions for this issue must be in by December 9, 1986 at 1200 hours.

Submissions for the first issue of 1987 will be taken until January 13, 1986. The first issue of the new year will come out on January 20, 1987.

Colleen Tosin



Douglas College President Bill Day,
the Deans and Bursar
Invite you to attend
**DOUGLAS COLLEGE
CHRISTMAS RECEPTION**

FRIDAY, DECEMBER 19
2:30 P.M.
ROYAL AVENUE SITE
BOARDROOM

ATHLETICS

Hockey News

The Men's Hockey team defeated Western Washington 7-2 at Britannia Arena on November 29th. Goals were made by Harold Mainman (2), Chris Klován (2), Steve Bowen (2) and Glen Bulwaka (1). The team record stands at six wins, zero losses, one tie.

Next game December 6th at 8:00 P.M.
Port Moody Arena vs. B.C.I.T.

Women's Basketball

The Women's Basketball team lost to Senior A 85-83 in overtime. High scorers for Douglas College were Kim Phipps with 23 points, Ethel Atte-14 points, Roslyn Bowers-10 points, Andrea Jackson-8 points.

Men's Basketball

The Men's Basketball team lost to Wenatchee 75-73. The guys tell me they should have won and will next time teams meet. High scorer for Douglas was Randy Stephens with 18 points.

UPCOMING EVENTS

WEEK OF DECEMBER 7 - 13

BIG BAND BASH

FEATURING THE DOUGLAS COLLEGE
JAZZ BANDS

DECEMBER 9, 2100 HOURS

HOT JAZZ CLUB AT 2120 MAIN ST.,
VANCOUVER

TICKETS: STUDENTS/MEMBERS - \$3.00

GENERAL ADMISSION: \$5.00

PROCEEDS GO TO THIS YEAR'S JAZZ BAND
ALBUM PROJECT

WEEK OF DECEMBER 14 - 20

DOUGLAS COLLEGE CONSERVATORY CHRISTMAS OPEN HOUSE

FEATURING STUDENTS FROM THE
DOUGLAS COLLEGE CONSERVATORY
OF MUSIC

DECEMBER 14, 1300 HOURS

DOUGLAS COLLEGE PERFORMANCE THEATRE
Admission is FREE

ANNUAL CHRISTMAS CONCERT PRESENTED BY DOUGLAS COLLEGE COMMUNITY CHOIR &

DOUGLAS COLLEGE YOUTH CHOIR

DECEMBER 17, 1900 HOURS

DOUGLAS COLLEGE PERFORMANCE THEATRE
Admission by donation

PROCEEDS GO TO THE RICK HANSON MAN
IN MOTION FUND

The Douglas College Review

EVENT

SPECIAL CHRISTMAS OFFER!

DECEMBER ONLY!

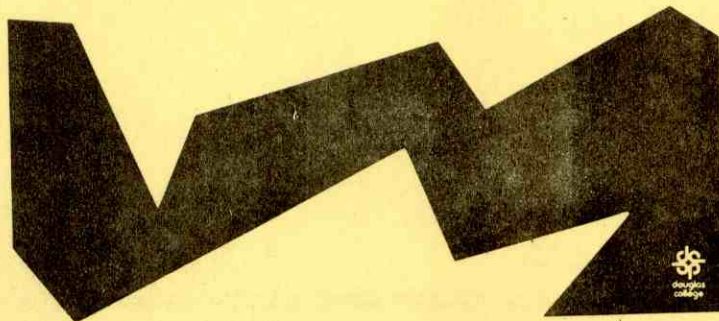
Buy a two-year subscription for \$15 and receive 6 issues of Event, the Douglas College literary review.

1/3 of the subscription price goes toward a special bursary for a Douglas College creative writing student.

**YOU CAN GIVE THE
INTELLIGENT GIFT!**

**AND HELP A
WRITING STUDENT,
TOO!**

Subscribe Now! Room 4840, Public Information, 520-5400, local 4833



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MEMORANDUM

To: ALL COLLEGE PERSONNEL

From: VIRGINIA CHISHOLM

November 28th, 1986

Re: LIBRARY HOURS

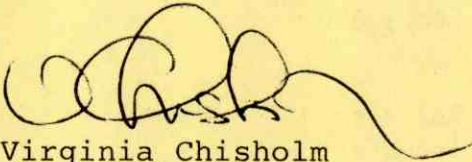
The Library will revert to inter-session hours following the final exam on December 18th. The Library will be closed between Christmas and New Year, to allow all staff to take their remaining holidays as mandated. Please note the following schedule:

Thursday, December 18	-	open 0745 to 1800
Friday, December 19	-	open 0830 to 1630
Monday, December 22	-	open 0830 to 1630
Tuesday, December 23	-	open 0830 to 1630

Wednesday, December 24 through Thursday, January 1st
CLOSED

Friday, January 2	-	open 0830 to 1630
Monday, January 5	-	open 0830 to 1630
Tuesday, January 6	-	open 0830 to 2000
Wednesday, January 7	-	open 0830 to 2000
Thursday, January 8	-	open 0830 to 1630
Friday, January 9	-	open 0830 to 1630
Monday, January 12	-	open 0745 to 2200

Should these hours create problems for you, please contact me and I will endeavour to provide suitable access.



Virginia Chisholm

VC:jrh

1986 FALL SEMESTER**GROUP ADVISING SESSIONS SCHEDULE****December 8th - 12th, 1986**

All sessions start promptly at times advertised and approximately 1½ - 2 hours in length. Sessions are free, pre-registration is not required. All sessions are held at the New Westminster Campus unless stated otherwise.

Business Management

Career Programs

Certificate and Diploma

Monday, December 8

1000 hours

Room 1717

Amanda

1st Year Science - University Transfer

Including Major requirements

and pre-entry requirements

Monday, December 8

1400 hours

Room 2219

Lorraine

Early Childhood Education Program

Part & Full-time and

Child Care Counsellor Program**Tuesday, December 9**

0830 hours

Room 1220

Lorraine

Physical Education - U.B.C.University Transfer (including
teacher preparation)**Wednesday, December 10**

0830 hours

Room 2214

Georgina

Criminology

Certificate and Diploma

and University Transfer

Wednesday, December 10

1400 hours

Room 2219

Lorraine

1st Year Arts - University Transfer

Including Major requirements

and Bachelor of Social Work

Wednesday, December 10

1700 hours

Room 2802

Sharon

Education - University Transfer

Simon Fraser University

(Elem. and Sec.) B.Ed.

Thursday, December 11

0830 hours

Room 1220

Georgina

Commerce & Business

University Transfer

Thursday, December 11

1000 hours

Room 1811

Sharon

Nursing:

RPN, RN (Basic)

Thursday, December 11

1400 hours

Room 1805

Sharon

GROUP ADVISING SCHEDULE**December 15th - 19th, 1986**

All sessions start promptly at times advertised and are approximately 1 1/2 - 2 hours in length. Sessions are free, pre-registration is not required. All sessions are held at the New Westminster Campus unless stated otherwise.

Criminology

Certificate and Diploma
and University Transfer

Monday, December 15

1000 hours
Room 1717
Amanda

Business Management

Career Programs
Certificate and Diploma

Monday, December 15

1400 hours
Room 2219
Lorraine

Education - University of British Columbia
University Transfer
(Elementary & Secondary)

Tuesday, December 16

0830 hours
Room 1220
Lorraine

1st Year Arts - University Transfer
Including Major requirements
and Bachelor of Social Work

Tuesday, December 16

1400 hours
Room 3343
Amanda

Nursing:

RPN, RN (Basic)

Wednesday, December 17

1000 hours
Room 2802
Sharon

1st Year Science - University Transfer
Including Major requirements
and pre-entry requirements

Wednesday, December 17

1700 hours
Room 2802
Sharon

Commerce & Business

University Transfer

Thursday, December 18

1400 hours
Room 1805
Sharon

NEW AUDIO-VISUAL ACQUISITIONS**DECEMBER, 1986****Automating the Office:****VHS****30 mins. each****More than a Machine: Introduction to Office Automation:**

Asked to investigate the pros and cons of the electronic office, Roy Prinell, Allan Manufacturing's marketing manager, receives help from an unexpected source. Concepts: digital technology, integration, social and organizational effects.

The Report: Decision-Support Tools:

While tackling an overdue report, Roy discovers how his new workstation can help, and some of the new skills demanded by the new technology. Concepts: productivity measures, distributed processing, user interfaces and job effects.

"The Revolt": Secretaries and the Changing Office:

Roy's office-automation project causes alarm among Allan Manufacturing's support staff. Concepts: word processing - functions and technologies, specialization vs general office work, training requirements, and new career paths.

The Delta File: Information Storage and Retrieval:

An important file that doggedly eludes Roy spurs him to make information storage and retrieval his number one office automation priority. Concepts: computer storage, CAR/COM, electronic filing, optical disks, security.

Routes and Relationships: Information Management:

Accused by the data-processing manager of disrupting information management in the company, Roy investigates the new technology's potential to meet individual and corporate information requirements. Concepts: hierarchical and relational data-bases, creation of databases, role of the data-processing department, access to databases.

NEW AUDIO VISUAL ACQUISITIONS (Cont'd)
DECEMBER, 1986

Automating the Office (Cont'd)

The Demonstration: Data Communications:

Roy's plan for a "no frills" data-communications demonstration causes some anxiety when the technology refuses to co-operate moments before the arrival of his boss and the chairman of the board. Concept: the history of telecommunications, compatibility, multiplexing, carrier services and industry standards.

The Office Network: PBXs and LANs:

A disagreement erupts between Allan Manufacturing's office manager and the head of the data-processing department when each proposes his own approach to an office network. Concepts: private branch exchanges, types of local area networks, and the pros and cons of each for the electronic office.

Best Laid Plans: Planning and Implementation:

With his office automation project coming to completion, Roy focuses on planning and implementation, as well as on how to get his knowledgeable "consultant" to remain. Concepts: vendor approaches, pilot projects, architecture, ergonomics, managing change, and management styles of implementation.

CORPORATION OF THE CITY OF NEW WESTMINSTER

WM. (BILL) SAMPSON
Chief Fire Inspector



804 Royal Avenue
New Westminster, B.C.
V3M 1J8
Telephone: 524-3871

FIRE PREVENTION BUREAU

1986 November 10

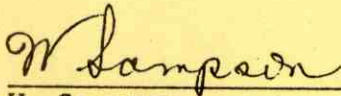
TO OWNER OR OCCUPANT:

CHRISTMAS TREES

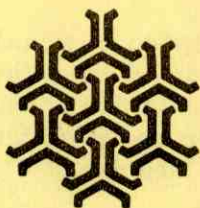
Due to the fact that the flame spread rating of LIVE CUT trees is in excess of (150), the New Westminster Fire Department cannot approve their use in your premises.

Only LIVE POTTED or IMITATION Christmas trees will be permitted.

Your co-operation in this matter is appreciated.



W. Sampson
Chief Fire Inspector



INNOVATION ABSTRACTS

VOL. VIII
NO. 27

Published by the National Institute for Staff and Organizational Development
With support from the W. K. Kellogg Foundation and Sid W. Richardson Foundation

EFFICIENT MEETINGS ARE SHORT MEETINGS

Several topics, popular in college coffee break conversation today, are connected in ways not always obvious to the casual observer. Certainly, budget cuts are a very real threat. Lack of enthusiasm about the new computer tools available in academe is dismaying to those who are versed in the subject. Communication problems get a lot of attention. And—perhaps the most frequent complaint among administrators—everyone agrees that too much time is spent in meetings.

All of these topics are closely related. Suppose that a college president has a coterie of seven deans and five directors reporting to him, and suppose that they meet on a weekly basis, along with a secretary who takes notes in order to publish minutes. Further, let's stipulate that the average salary of the deans is \$45,000, the average salary of the directors is \$30,000, and that the president's salary is \$75,000. The secretary's salary is stipulated at \$15,000. If their meeting lasts for three hours, the cost of the meeting in terms of resources spent is approximately \$801, plus the costs of the secretary's typing time for minutes, the extra electricity, the coffee and snacks, and so forth. The truth is that most meetings do not produce results worth expending approximately \$800 of a limited budget.

Most corporate managers agree that a meeting lasting longer than an hour is usually counterproductive. Two hours generally indicate diminishing productivity, often with the same points being belabored repeatedly. Three hours usually indicate negative productivity. The hypothetical meeting described above, in addition to being costly in terms of the salary levels involved, took more than 42 hours of work time, resulting in considerably more cost than the original approximation of \$800.

Relate this to the communication problem that so many of us perceive in the education business: often one leaves a long meeting with a sense of relief at its end, but no feeling of accomplishment or of knowledge gained or shared. In many cases, a short written memo can convey much more information than a drawn out meeting.

I would like to share a technique that I have developed recently, which accomplishes the tasks of reducing meeting length, reducing meeting frequency, improving communication and dissemination of information, and putting to use those nice little personal computers that are beginning to show up in administrators' offices all around the educational industry.

STEP 1. A detailed agenda of topics for discussion is circulated in advance of the meeting. [It helps if some of the topics can be worded in such a way as to evoke a smile or two—being in a good mood about a called meeting is not a bad way to start. An example might be found in mentioning that state employees cannot be paid twice for the same day's work, as in taking paid professional leave in order to stage a seminar for a state agency for pay: "Double Dipping and Those Awful Auditors."] Leave the agenda in computer storage or on a disk.

STEP 2. Shortly before the meeting, bring the agenda back to your screen and annotate it. Briefly summarize the meat of each issue to be discussed, and parcel out assignments as needed. My technique is to do the agenda in boldface ("letter quality") lower case type, and the annotation in light ("draft") upper case type.

STEP 3. After indoctrination, occurring at the first meeting in which this technique is used, your meeting participants will read the agenda in advance; the first time the technique is used, they may require a few



minutes to read it over. When the groaning about the length of the agenda begins to diminish, pass out the annotated agenda.

STEP 4. As each agenda item comes up for discussion, the meeting participants can respond very quickly to it. The relevant information is before them, and they are saved the task of "taking notes." Often (at least more often than in other meeting formats) there will be no discussion of an issue—the annotation provides the necessary information; and if it is well done, the item is understood. If discussion and/or action is necessary, it can be tackled more directly. Keep notes of such discussion and/or action for Step 6.

STEP 5. When the agenda has been exhausted, give each participant an opportunity to bring up individual items or to seek information from you. Keep records. After this step, adjourn the meeting (1) with more accomplished in less time than is usually accomplished the old way and (2) with a feeling among the participants that even academe can enter the 20th century.

STEP 6. The final step is critical. When you get back to the office, call up your annotated agenda again and edit in the major discussion thrusts, the actions taken, and the items entered by the meeting participants. This can be done in a contrasting form, such as lower case draft type, for ease of comprehension. Having finished this, distribute copies to all participants and the meeting is history. And you have your set of topical minutes to file or post. Your participants are back on the job, *doing* those things that you would still be talking about if you had followed a more traditional format.

My Chairpersons include some crusty, "let's do it instead of talking about it" types; and they are enthusiastic about the improvement in communications, the reduction in nonproductive meeting time, the fresh minutes, the practice of what we traditionally preach to students—use of the new technology to save time and effort, and the saving of the unmentionable—*money*.

One additional wrinkle augments this format for short meetings. Rather than spend interminable time discussing matters which are really only information distribution, and rather than writing an infinite series of memoranda, one for each information item, a weekly newsletter can be published for the chairs and perhaps for general posting. This newsletter, best done by adding information to a dedicated disk as the information comes in, carries routine items such as deadline dates, conference announcements, items of general interest, etc. Participative cooperation is augmented by inviting announcements or information for the newsletter to be submitted by any faculty member or staff person. In our great state, the newsletter is an interesting way to spread the latest Aggie joke, or as a rejoinder, the most recent A&M-UT football score.

R. M. Pope, Dean of Business
Del Mar College

For further information, contact the author at Del Mar College, Baldwin & Ayers, Corpus Christi, TX 78404.

Suanne D. Roueche, Editor
November 14, 1986, Vol. VIII, No. 27

INNOVATION ABSTRACTS is a publication of the National Institute for Staff and Organizational Development, EDB 348, The University of Texas at Austin, Austin, Texas 78712, (512)471-7545. Subscriptions are available to nonconsortium members for \$35 per year. Funding in part by the W. K. Kellogg Foundation and Sid W. Richardson Foundation. Issued weekly when classes are in session during fall and spring terms and once during the summer.

The University of Texas at Austin, 1986
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ISSN 0199-106X